



## OfficeLink – Microsoft Excel

### Support Note

For MYOB Accounting V15, MYOB Accounting Plus V15, MYOB Premier V9, MYOB Premier Enterprise V3 and AccountEdge V5

#### Introduction

With MYOB OfficeLink, you can instantly harness the power of Microsoft Excel. MYOB OfficeLink is the easiest way ever to use your standard office software, with the information you keep in MYOB Accounting. All the work is done for you-forget complex data exchanges into spreadsheets. To take advantage of OfficeLink you need to use OfficeLink compatible software. Your computer should have enough memory (RAM) and hard disk space to be able to run MYOB Accounting and your OfficeLink compatible software at the same time.

This support note provides some information on how MYOB and Excel interact.

**Compatible Spreadsheet Software:** Windows: Microsoft Excel V7 (Office95) and V8 (Office97). Mac: Microsoft Office98. **Note:** Mac versions of Premier also require MAC OS 8.0 or higher to be able to use OfficeLink.

View over 110 reports as Excel spreadsheets. Once you have selected the report with the information you need, click the **Excel** button in the **Index to Reports** window and the report will be displayed in Excel.

#### What does OfficeLink do?

OfficeLink for Excel drops any MYOB Accounting report into an Excel spreadsheet. For most reports, it changes the column totals in the MYOB Accounting reports into Excel SUBTOTAL formulas. OfficeLink uses Excel templates to "pre-format" a spreadsheet to match the format of the MYOB Accounting report.

#### What is an Excel Template?

Essentially, a template is a "shell document" that has preset formatting, headers, footers, margins, etc. People use templates for lots of reasons, but most of the time they use them to standardise their spreadsheets with the same "look." Saving a document as a template saves you from having to reformat every new spreadsheet.

#### How do I identify a Template?

Microsoft Excel templates end with the extension ".xlt", whereas regular Excel documents end with ".xls".

#### How does OfficeLink Use Templates?

For every report in MYOB Accounting, there exists a corresponding Excel template. The templates are found in the **Spredsht** folder in the Myob directory. Each template has been created to match its corresponding MYOB Accounting report.

You are free to edit these templates or to create your own. There are a few rules to editing Excel templates:

**Rule 1** - When editing a template, save it as a template (.xlt file); do not change it to a document (.xls file).



**Rule 2** - You may change the name of a template, but if you do, every time you try to generate the corresponding MYOB report, you will get a message that the template cannot be found, and you will be asked to locate the desired Excel template.

**Rule 3** - The field `[[tbl:BodyTable]]` MUST remain in **column B, row 11**. If you move it, the column total formulas will be incorrect.

**Rule 4** - The field `[[tbl:HeaderTable]]` SHOULD remain in **column B, row 10**. If you move it, the report column headers will not align with the body of the report.

## How does MYOB OfficeLink merge data into an Excel Template?

MYOB Accounting generates the selected report and saves it as a temporary file. It then launches Excel and uses the template that corresponds to the selected report to create an Excel spreadsheet (.xls - type file). OfficeLink then scans the new spreadsheet for fields surrounded by double brackets, reads the data from the temporary report file, and dumps it into the new spreadsheet.

## What are the fields called "HeaderTable" and "BodyTable"?

The HeaderTable field tells MYOB where to place the report column headings. The BodyTable field tells MYOB where to place the body of the report.

## The BodyTable is usually many lines. How does it work?

OfficeLink first determines how many lines are in the body of the report. It then uses Excel's INSERT command to insert that many lines into the spreadsheet. Once it has made room for the body of the report, it writes the report to the spreadsheet usually 64 lines at a time.

## How do totals work?

OfficeLink, for most column totals, replaces the report total with a SUBTOTAL command. That way, if you want to insert a new line of data, the column total will recalculate to reflect the additional amounts. For details on how SUBTOTAL works in Excel, consult your *Excel help file*. Remember, some reports, mostly the balance sheet and profit and loss reports, do not use formula totals (see the Table on the cover page).

## What if I want to create several Templates for a single MYOB Accounting report?

Simply change the name of the template for the selected report. OfficeLink will ask you to find the template when it needs it. See rule #2 above.

## How does Excel name the OfficeLink Spreadsheet?

OfficeLink does not alter the template. It opens the template file (.xlt) and uses it to create a new Excel spreadsheet file (.xls). To name the new spreadsheet it takes the name of the template, adds a number to it, and changes the file extension from .xlt to .xls. The number it appends to the template name corresponds to the number of times you used OfficeLink during this session.

## How do I customise a Template?

Just open the template in Excel and do whatever you want, paying attention to the four rules above. You may add multiple worksheets to a template, but MYOB Accounting will only send report data to the first

worksheet in the template. If you put double bracket field names in any worksheet other than the first one, OfficeLink will ignore them.

## Is there any other potential Template customising problems?

Well, yes. The biggest problem comes when you want to reference data in the body of the report. Because OfficeLink uses the INSERT command to make room for the body of the report, any reference to a cell within the report body gets changed by Excel to reflect the inserted lines. Say, for example, you have a field that references the cell numbered B12. Then OfficeLink inserts 20 lines of report body. Excel is so smart that it updates the cell reference to cell number B32 (and it's really tough to stop it from doing so!).

There are a couple of Excel power-user "tricks" we used to create some of our custom templates. Essentially the tricks center on "naming" the columns of the template. Excel allows you to give each row or column a name. In our example we could name column B something like "TotalSales," Then, instead of referencing cell B12, we could just reference 'TotalSales'12. But if you leave out the row number (12), Excel will assume the row number of the referencing cell. Therefore if we enter "= TotalSales" in cell K12, it will return the value in 'TotalSales'12, which is the same cell as B12. This works around the insert problem.

## What if I design a report?

If you use MYOB Accounting's report design feature and add or subtract fields in the report, the template format may not match up with the report. You could have dollar amounts in text-formatted fields, dates in dollar-formatted fields, etc. If you want to design a report and use OfficeLink, you'll need to edit the template to match the newly designed report.

**Warning: Avoid exiting MYOB Accounting while exporting reports using OfficeLink.** While you are exporting MYOB Accounting reports to Excel using OfficeLink, it is very important that you don't use the Windows Task Manager to close either MYOB or the DRVXL16.exe program. If you exit either MYOB Accounting or the DRVXL16.exe program using the Task Manager before all the report information has been transferred from MYOB Accounting to Excel, a General Protection Fault error will occur. We strongly recommend that you wait until the report information has been transferred to Excel before attempting to exit MYOB Accounting.

**Note: Exporting very long reports to Excel using OfficeLink.** Microsoft Excel allows no more than 16,384 rows in a worksheet. It's possible that you may exceed this limit if you export a very long report to Excel from MYOB Accounting using MYOB OfficeLink. If this occurs, MYOB Accounting will export only the first 16,384 rows of the report to Excel; additional information will not appear in the Excel worksheet.

**Tip:** You can reduce the time it takes to export reports to Microsoft Excel by loading Excel before starting the OfficeLink procedure. This way, MYOB Accounting is able to quickly start the template, without having to start the program first. You should also ensure that there are no other programs running apart from MYOB Accounting and the spreadsheet.

**Disclaimer:** This information is of a generic nature. For specific advice regarding your particular circumstances please seek assistance from your Accountant, the Australian Taxation Office or your IT Consultant as appropriate.